



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

TEMPORARY STAFF ATTORNEY

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
22-13

Posting Date:
March 10, 2022

Closing Date:
Open Until Filled*

Duty Station:
Detroit, MI

Grade Range:
JSP 11-14 (Based on
Legal Work Experience)

Starting Salary:
JSP 11: \$72,858
JSP 12: \$87,327
JSP 13: \$103,843
JSP 14: \$122,711

**Number of Positions
Available:**
1

Position Term:
Not to exceed December
31, 2023 with the
possibility of extension

Position Open to:
All qualified candidates

*First consideration
given to applications
received by April 10,
2022

The Mission of the Court:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

How a Staff Attorney Supports the Mission:

This position is located in the U.S. District Court in Detroit, Michigan. The employee, under the supervision of the Executive Magistrate Judge, provides legal advice and assistance to the Court in connection with prisoner petitions and complaints.

Legal Activity

- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, and civil rights complaints. Drafts appropriate recommendations and orders for the Court's signature related to these matters.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro-se area.

Administrative Activity

- Corresponds with Court and other officials, such as U.S. Attorney, as required
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complains, petitions, and pleadings. Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Provides information, guidance, and advice to judges, magistrate judges, and other personnel working in the pro-se area. Advises appropriate personnel on the status of particular cases.
- Performs other duties as assigned.

Qualifications:

Qualifications must be met at the time of application. Those who do not meet the below requirements will not be considered.

Required:

To qualify for the position of staff attorney, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;



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Qualifications (Continued):

- (b) Experience on the editorial board of a law review of such a school;
 - (c) Graduation from such a school with an LLM degree; or
 - (d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to;
 - (1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - (2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - (3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - (4) Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
 - (5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).*
- *To receive credit, participation and experience could not have been for academic credit.

Legal Work Experience

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. The table below shows the number of years of legal work experience required to qualify for appointment as a Staff Attorney. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

Preferred:

- Criminal Law experience
- Bar Membership
- Upper one third of law school graduating class
- Experience on Law Review or Journal

Personal Attributes and Skills:

The ideal candidate will possess the following abilities:

- Analyze complex legal questions and problems
- Conduct research of all available sources and provide proposed solutions based on that research
- Apply existing or new principles in difficult, challenging, or doubtful situations
- Organize, plan, solve problems, and work independently with little supervision
- Work under pressure
- Learn diverse procedures and the civil and criminal rules
- Work cooperatively with others, including judicial officers, the public, and colleagues
- Skill in writing legal memoranda, opinions, orders, and other documents and in the oral presentation of complicated legal matters to judges
- Hard working and motivated



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Procedures for Applying:

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, and completed application (**download from the Court website and include entire professional work history, adding additional pages if necessary**) to “apply@mied.uscourts.gov” by the closing date. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements. Only those applicants selected for further consideration will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Local Benefits*:

Telework	Flexible/Alternate Work Schedules
Modern, On-site Fitness Center	On-site Federal Occupational Nurse
Public Transit Subsidy Reimbursement Program	Time Off with Pay for Approved Volunteer Activities

Close proximity to all downtown sporting venues, restaurants, theaters, museums and the Detroit River Walk

**when/where available*

National Benefits:

Generous Paid Time Off Program	Eleven Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance
Defined Benefit Pension Plan	Defined Contribution Plan (TSP) with Employer Match
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.